

**NORTHERN TERRITORY OF AUSTRALIA  
BUILDING PRACTITIONERS BOARD**

## APPLICATION FOR OWNER-BUILDER CERTIFICATE

### SECTION 1 PERSONAL DETAILS

Please complete personal details for ALL REGISTERED OWNERS of the property where the building works will be undertaken. If there are more than 2 owners please photocopy this page and attach to the application. A company can NOT apply for an owner-builder certificate.

#### APPLICANT 1

<b>FAMILY NAME</b> (Surname)	<input type="text"/>		
<b>GIVEN NAME</b> (First Name)	<input type="text"/>	<b>OTHER NAMES</b> (Middle Names)	<input type="text"/>
<b>PREFERRED NAME</b>	<input type="text"/>	<b>BIRTH FAMILY NAME</b> (Maiden)	<input type="text"/>
<b>GENDER</b>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	<b>DATE OF BIRTH</b> <input type="text"/>
<b>BUSINESS HOURS PHONE NUMBER</b>	<input type="text"/>	<b>AFTER HOURS PHONE NUMBER</b>	<input type="text"/>
<b>FAX NUMBER</b>	<input type="text"/>	<b>MOBILE PHONE NUMBER</b>	<input type="text"/>
<b>EMAIL</b>	<input type="text"/>		
<b>HOME ADDRESS</b>	<input type="text"/>		
	<input type="text"/>		
<b>POSTAL ADDRESS</b>	<input type="text"/>		
For the service of notices and documents	<input type="text"/>		

**APPLICANT 2**

**FAMILY NAME**  
(Surname)

**GIVEN NAME**  
(First Name)  **OTHER NAMES**  
(Middle Names)

**PREFERRED NAME**  **BIRTH FAMILY NAME**  
(Maiden)

**GENDER** Male  Female  **DATE OF BIRTH**

**BUSINESS HOURS PHONE NUMBER**  **AFTER HOURS PHONE NUMBER**

**FAX NUMBER**  **MOBILE PHONE NUMBER**

**EMAIL**

**HOME ADDRESS**

**POSTAL ADDRESS**

( For the service )  
( of notices and )  
( documents )

**SECTION 2 TYPE OF APPLICATION**

Please indicate type of application

NEW

OR

RENEWAL Existing Owner Builder Certificate Number

**SECTION 3 DETAILS OF PROPERTY**

Please provide a current (within the last 28 days) title certificate for the property where owner-builder work will be undertaken with your application.

**LOT NUMBER**  **LOCATION**  
eg Town of Darwin

**PROPERTY ADDRESS**

**SECTION 4 DETAILS OF PROPOSED BUILDING WORKS**

Please provide SPECIFIC details of proposed building works (see **note** below) -

**PLEASE NOTE:**

An OWNER-BUILDER CERTIFICATE is required to build a new house (Class 1a(i) single detached dwelling) or extensions to an existing house, over \$12,000. This also includes carports and verandahs etc (Class 10 structures) attached to the house and built at the same time as the house and retaining walls related to the structural integrity of the house.

The construction of new duplexes / townhouses (Class 1a(ii)) or flats / units (Class 2) or extensions to these buildings over \$12,000 cannot be undertaken by an owner-builder and **MUST BE** undertaken by a REGISTERED BUILDING CONTRACTOR.

**SECTION 5 NT OWNER-BUILDER MANUAL DECLARATION**

At least one of the applicants must have read and understood the Northern Territory Owner-Builder Manual.

The Declaration **on page 27 of the Northern Territory Owner-Builder Manual** must be signed by one of the applicants and attached to this application.

**SECTION 6 PAYMENT OF FEES**

An application fee of \$200 is applicable. The fee is payable either by cheque made payable to the "Receiver of Territory Monies" (RTM), by credit card or cash (lodging in person only – DO NOT SEND CASH VIA MAIL).

**Payment Details**

A cheque for \$200 is enclosed OR

Please debit my  VISA  MasterCard  Bankcard For \$200

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Credit Card Number				Expiry Date			

\_\_\_\_\_  
SIGNATURE OF CARD HOLDER

\_\_\_\_\_  
PRINT NAME

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

FOR OFFICE USE ONLY			
Receipt	<input type="text"/>	Date	<input type="text"/>
Amount	<input type="text"/>	Received By	<input type="text"/>

**SECTION 7 DECLARATION**

**This declaration must be made by all owners of the property. If there are more than 2 owners please photocopy this page and attach to the application.**

I/We, \_\_\_\_\_  
(insert full names)

\_\_\_\_\_

being the owner/s of the property where owner-builder work will be undertaken being:

\_\_\_\_\_ (insert address of property)

do solemnly and sincerely declare that the contents of this application form and the following statements are true and correct, and I/we understand that providing a false declaration is an offence under section 48E (3) of the *Building Act* with a penalty of \$10,000.

- I/We acknowledge that a building permit (issued by a building certifier) is required prior to commencement of the work;
- I/We acknowledge that the building certifier is to be provided with a Section 69 Declaration issued by me/us, no later than 14 days after completion of the building work;
- I/We have not entered into an agreement to transfer ownership of the land to another person;
- I/We accept that failure to supply information required on this form may delay processing of this application;

Declared at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Name and Address of Witness

\_\_\_\_\_  
Name and Address of Witness

**PRIVACY**  
 The Building Practitioners Board of the Northern Territory is collecting the information on this form to determine whether or not you are eligible for an owner-builder certificate. This is authorised by the *Building Act*. Any information you provide is on a voluntary basis but is needed to process your application. Your personal information provided in this registration application can be accessed by you. The privacy statement for the Department of Planning and Infrastructure is available via the internet at [www.ipe.nt.gov.au/copyright/privacy](http://www.ipe.nt.gov.au/copyright/privacy). If you have any queries please contact the Registrar, Building Practitioners Board on 8999 8964.

## SECTION 8 SUBMITTING

### **CHECKLIST - *Please ensure that you have provided the following:***

- Completed Form (Signed and Witnessed)
- \$200 Application Fee
- Search Certificate for Property (less than 28 days old)
- Declaration from the Northern Territory Owner Builders Manual (Page 27).

The completed form, attachments and fee should be addressed to The Registrar, Building Practitioners Board

#### **POSTED TO**

GPO Box 1680  
DARWIN NT 0801

**OR**

#### **LODGED IN PERSON TO**

Ground Floor, Cavenagh House (Monday- Friday 8.00am -4.00pm)  
38 Cavenagh St  
DARWIN  
Phone 8999 8965

First Floor, Alice Springs Plaza  
36 Todd St (Cnr Todd Mall & Parsons St)  
ALICE SPRINGS  
Phone 8951 9253

First Floor, Government Centre  
5 First St  
KATHERINE  
Phone 8973 8926

33 Leichhardt St  
TENNANT CREEK  
Phone 8951 9235 (Alice Springs)